

286007/20/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: CUSTODIAN

DEFINITION

Under general supervision, to perform a variety of manual tasks in cleaning and otherwise maintaining buildings, grounds, and related fixtures and equipment; and to perform related work as required.

REPORTS TO:

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Custodian or other higher level staff as assigned. Work is performed independently once the basic procedures are learned, and new assignments are carried out under close supervision. Work is subject to inspection during progress and upon completion, and is judged primarily on the basis of the appearance of assigned areas. Incumbents may assist in training lesser-experienced Custodians, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Sweep, mop, wax, and polish floors; wash walls, woodwork, and windows; vacuum and shampoo carpet.

Pick up litter, lawn, and shrub trimmings and sweep walkways around buildings; empty trash barrels, sweep entryways and carports.

Clean restrooms and replenish supplies; dust, polish, and move furniture; empty wastebaskets.

Wash windows and showcases; polish metal fixtures; change light bulbs, starters, and fuses.

Receive and store supplies; move materials within building; request order and reorder of custodial supplies.

Operate, adjust, and lubricate mechanical heating and air conditioning equipment; perform minor maintenance on plumbing fixtures.

Perform other maintenance including minor carpentry and painting as assigned.

QUALIFICATIONS

Knowledge of:

Tools, materials, working practices, and methods of custodial maintenance.

Safe working practices.

Ability to:

Exercise care in the use of cleaning materials and equipment.

Perform routine custodial duties without close supervision.

Utilize physical strength and agility sufficient to perform cleaning and building maintenance tasks.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of the eighth school grade.

Experience: At least six months of experience in janitorial or custodial work.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENTS

Possession of an appropriate, valid, California Driver's License.

Must be able to work overtime, as required.

Must be able to pass an intensive police background investigation (for Police Department positions only).

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Custodian

TO: Senior Custodian